

DEPARTMENT OF CULTURAL RESOURCES
OFFICE OF ARCHIVES AND HISTORY
DIVISION OF HISTORICAL RESOURCES
OFFICE OF STATE ARCHAEOLOGY

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

OFFICE OF STATE ARCHAEOLOGY

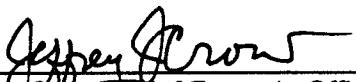
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

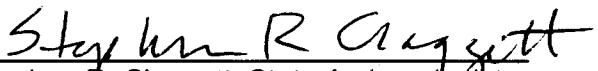
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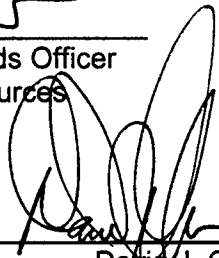
OFFICE OF STATE ARCHAEOLOGY

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

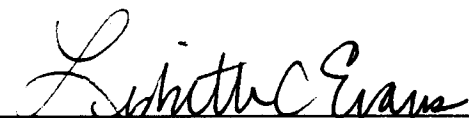
APPROVAL RECOMMENDED


Jeffrey J. Crow, Chief Records Officer
Department of Cultural Resources


Stephen R. Claggett, State Archaeologist
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David J. Olson, Director
Division of Historical Resources

APPROVED


Lisbeth C. Evans, Secretary
Department of Cultural Resources

May 5, 2003

LRM

**DEPARTMENT OF CULTURAL RESOURCES
OFFICE OF ARCHIVES AND HISTORY
DIVISION OF HISTORICAL RESOURCES
OFFICE OF STATE ARCHAEOLOGY**

Item 818. Administrative File. Records in paper and electronic formats concerning the administration of the office. File includes correspondence, memorandums, reports, and records concerning policies and procedures, budgets, associations, organizations, and programs.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed. Transfer paper records to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 819. Site Forms File. Completed forms concerning each archaeological site in North Carolina. File includes site descriptive forms, Historic American Engineering Record inventory forms, National Register of Historic Places forms, and other related forms. Data from site forms is entered into Site Forms Database (Electronic) File (Item 46797) and into the Department of Transportation Global Information System. (Location of archaeological sites may be considered confidential according to G.S. 70-18.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year to be microfilmed on 16mm film for storage in the security vault and returned. A copy of the microfilm will be purchased by the agency and jacketed. Retain jacketed microfilm in agency permanently. Destroy in office returned records when reference value ends. Security microfilm will be stored permanently in the security vault.

Item 820. Environmental Impact Statements File. Case files for construction projects submitted to Office of State Archaeology for environmental review. File includes requests for review, correspondence, program plans, environmental impact statements, supporting documents, and other related records and is entered into Environmental Impact Statements Database (Electronic) File (Item 46798).)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year case files with comments or problems to be microfilmed on 16 mm film for storage in the security vault. Paper records will be destroyed in the State Records Center after microfilming. A copy of the microfilm will be purchased by the agency and jacketed. Retain jacketed microfilm in agency permanently. Security microfilm will be stored permanently in the security vault. Destroy remaining paper records in office after 1 year.

Item 821. Negative File. Negatives of photographs of archaeological sites in North Carolina.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

Item 939. Archaeological Survey Reports File. Descriptive studies of archaeological projects throughout North Carolina. (Location of archaeological sites may be considered confidential according to G.S. 70-18.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year to be microfilmed on 16mm film for storage in the security vault and returned. A copy of the microfilm will be purchased by the agency and jacketed. Retain jacketed microfilm in agency permanently. Destroy in office returned records when reference value ends. Security microfilm will be stored permanently in the security vault.

**DEPARTMENT OF CULTURAL RESOURCES
OFFICE OF ARCHIVES AND HISTORY
DIVISION OF HISTORICAL RESOURCES
OFFICE OF STATE ARCHAEOLOGY**

Item 19025. Analysis Forms File. Completed forms used to analyze artifacts found at archaeological sites in North Carolina. (Location of archaeological sites may be considered confidential according to G.S. 70-18.)

DISPOSITION INSTRUCTIONS: Records transferred to Project Site File (Item 19027).

Item 19026. Accession Card Catalog File. Card file describing artifacts accessioned by the Office of State Archaeology.

DISPOSITION INSTRUCTIONS: Records transferred to Permanent Accession Catalog File (Item 19029).

Item 19027. Project Site File. Records concerning archaeological excavations at sites throughout the state. File includes field maps, field notes and journals, specimen catalogs, photographs, conjectural drawings of buildings, drawings of artifacts, correspondence, reports, accession sheets, completed forms used to analyze artifacts and other related records. (Location of archaeological sites may be considered confidential according to G.S. 70-18.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year to be microfilmed on 16mm film for storage in the security vault and returned. A copy of the microfilm will be purchased by the agency and jacketed. Retain jacketed microfilm in agency permanently. Destroy in office returned records when reference value ends. Security microfilm will be stored permanently in the security vault.

Item 19029. Permanent Accession Catalog File. Lists, cards and other records concerning artifacts accessioned by the Office of State Archaeology. Information about the artifacts and where they were found is entered into Permanent Accession Catalog Database (Electronic) File (Item 46799).

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year to be microfilmed on 16mm film for storage in the security vault and returned. A copy of the microfilm will be purchased by the agency and jacketed. Retain jacketed microfilm in agency permanently. Destroy in office returned records when reference value ends. Security microfilm will be stored permanently in the security vault.

Item 19030. Environmental Assessment Card File. Card file used to document the branch's actions in the review of proposed construction projects in North Carolina. Information for each project includes county, applicant, and project name; reviewer's initials; clearinghouse and federal project numbers; status of review; actions requested; and other related information.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer records to State Records Center immediately to be microfilmed on 16mm film for storage in the security vault and returned. A copy of the microfilm will be purchased by the agency and jacketed. Retain jacketed microfilm in agency permanently. Destroy in office returned records when reference value ends. Security microfilm will be stored permanently in the security vault.

Item 19031. Map File. Maps used by branch personnel for environmental review projects. File includes U.S. Geological Survey topographic maps, N.C. Department of Transportation highway maps, city maps, and environmental data maps.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**DEPARTMENT OF CULTURAL RESOURCES
OFFICE OF ARCHIVES AND HISTORY
DIVISION OF HISTORICAL RESOURCES
OFFICE OF STATE ARCHAEOLOGY**

Item 19032. Drawings File. Planned view maps, conjectural drawings, profiles, and similar materials.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

Item 19033. Photograph File. Photographs and contact sheets of project-related activities of Office of State Archaeology personnel.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

Item 19034. Slide File. Slides of archaeological sites in North Carolina.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

Item 19035. Tracking Card File. Cards which serve as an index to negatives and slides taken by the Office of State Archaeology. Information for each item includes negative or transparency number, project number, site number, and frame designation or slide box number.

DISPOSITION INSTRUCTIONS: Retain in office permanently. Transfer one security copy of each tracking card to the State Records Center for permanent security storage. The State Records Center will microfilm accumulation every 5 years and destroy copies. Security microfilm will be stored permanently in the security vault.

Item 19038. Archaeological Resources Protection Permits File. Permits issued by the Office of State Archaeology permitting archaeological investigations on state property. File includes reports, correspondence, and inquiries. (Location of archaeological sites may be considered confidential according to G.S. 70-18.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years to be microfilmed on 16mm film for storage in the security vault and returned. A copy of the microfilm will be purchased by the agency and jacketed. Transfer returned records to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Retain jacketed microfilm in agency permanently. Security microfilm will be stored permanently in the security vault.

Item 19039. Unmarked Human Burial and Human Skeletal Remains Protection Act File. Records concerning administration of the Unmarked Human Burial and Human Skeletal Remains Protection Act. File includes case files and correspondence. (Location of archaeological sites may be considered confidential according to G.S. 70-18.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years to be microfilmed on 16mm film for storage in the security vault and returned. A copy of the microfilm will be purchased by the agency and jacketed. Transfer returned records to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Retain jacketed microfilm in agency permanently. Security microfilm will be stored permanently in the security vault.

**DEPARTMENT OF CULTURAL RESOURCES
OFFICE OF ARCHIVES AND HISTORY
DIVISION OF HISTORICAL RESOURCES
OFFICE OF STATE ARCHAEOLOGY**

Item 46797. Site Forms Database (Electronic) File. Electronic records concerning each archaeological site in North Carolina. Data is input from Site Forms (Item 819). (Location of archaeological sites may be considered confidential according to G.S. 70-18.) (File maintenance and backup procedures performed by Division of Information Systems).

DISPOSITION INSTRUCTIONS: Update electronic records in office.

Item 46798. Environmental Impact Statements Database (Electronic) File. Electronic records concerning construction projects submitted to Office of State Archaeology for environmental review. Data is input from Environmental Impact Statements File (Item 820).

DISPOSITION INSTRUCTIONS: Update electronic records in office.

Item 46799. Permanent Accession Catalog Database (Electronic) File. Electronic records concerning artifacts accessioned by the Office of State Archaeology. Data is input from Permanent Accession Catalog File (Item 19029).

DISPOSITION INSTRUCTIONS: Update electronic records in office.